

CSC Adopted: September 2001 , CSC Revised: _____**Class Title: Executive Assistant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Represents the City Manager and executive department in contacts with City departments, City Council, and the public. Schedules, organizes, and plans agendas. Coordinates office automation. Occasionally supervises the administrative support staff for the City Manger's office.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Serves as a City Council liaison by participating in the preparation of Council materials, serving as the key contact for City Council requests and correspondence, attending meetings, maintaining related correspondence, providing staff support to various City Council task forces and committees, organizing and planning agendas, and scheduling presentations.
2	S	Works on special projects by identifying, analyzing, and developing recommendations relating to various aspects of operations and acting as a member or leader on special assignments.
3	L	Acts as a public liaison by participating in the preparation of public materials, serving as the key contact for citizen concerns, and assisting in matters on behalf of civic groups and organizations within the area.
4	S	Provides office direction by coordinating support staff's work efforts, coordinating office automation activities, assisting in the development of new programs, and periodically supervising the administrative staff.

CSC Adopted: September 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over two years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read City codes, reports, various agency information, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as statistical calculations.
Writing	Work requires the ability to write responses to the public, policy and procedure explanations, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include preparing City Council agendas, coordinating office automation activities, and supporting staff work efforts.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: September 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	C	Computer, desk work, telephone, meetings
Walking	O	Inter-office
Lifting	O	Paper, notebooks, office supplies
Carrying	O	Paper, notebooks, office supplies
Pushing/Pulling	O	Office supplies, file cabinet drawers
Reaching	O	Office supplies, telephone, overhead bins
Handling	O	Paper, notebooks, office supplies
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files, lifting papers, boxes, and books
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, meetings
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

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Copy machine, fax machine, telephone, computer, printers, scanners, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)